

USAID/Namibia

Vacancy Announcement

2016/03

POSITION: Development Assistance Specialist (PEPFAR Data Analyst) (FSN-10)

OPEN TO: Namibian citizens

OPENING DATE: May 31, 2016

CLOSING DATE: June 30, 2016

WORK HOURS: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION:

The USAID Development Assistance Specialist (PEPFAR Data Analyst) reports to the Strategic Information Advisor, in the Health Office for USAID/Namibia. The Specialist provides sound data management and analysis to ensure that the performance of implementing partners (IPs) is contributing toward achieving USG and the Government of the Republic of Namibia (GRN) goals in HIV/AIDS and TB. The Specialist will apply advanced data-gathering and mathematical techniques to enable the USG, the GRN, IPs, and others to evaluate the impact and reach of past, current, and planned endeavors.

A. Data Management and Analysis Activities – 50%

- Design, manage and analyze data sets generated GRN, Namibia and PEPFAR partners
- Support data analysis and strategic information needs through bi- and multi-variate data analyses
- Review existing program data, develop standardized systems for routine cleaning, management, and analysis of program/project/activity data, including development of data for effective visual presentations, use, and dissemination.
- Develop and support all USAID-designed and -implemented program evaluations and research activities, ensuring high-quality reported and collected data, and to develop systems to ensure data quality and data entry standards are met.

B. Reporting and Internal Capacity Building – 30%

- Track projected Team outcomes and impacts against actual achievements, supports critical analysis, and supports Mission efforts in coordination with the Health and the Program Offices.
- Support CORs/AORs and Activity Managers maintain familiarity with outcomes and data related to data collection and analysis.
- Develop internal Team understanding and capacity by ensuring understanding of data outcomes, that statistical analysis principles are in place, and by continuously leveraging planning of Health Office programs/projects/activities in Namibia.
- Prepare briefings, presentations, or papers for the Health Office and the Mission, and ensures OGAC reporting requirements are met, including semi-annual, annual, portfolio review, and progress reports.
- Develop working relationships with key stakeholders to build sustainable data management and dissemination capacity, through structured training and mentoring, including support to partners to increase the capacity to analyze and use data, through a variety of database packages and statistical software packages.

C. Activity Management – 20%

- Assist in processing activity-related SI/M&E documents, such as action plans, special reports, public documents, and the initiation and carrying out of SI/M&E specific studies.
- Initiate corrective action on routine matters, based on program/project/activity data, and data analysis and data sets generated from data-collection processes, and brings concerns to the attention of superiors.
- Support the Team and Office with portfolio reviews, as required; participate in interagency discussions; and, prepare SI input for assigned sections of the Country Operational Plan, guiding partners with quarterly reports as needed.

Required minimum qualifications:

1. Level IV (fluent) English, both written and oral, is required.
2. Completion of a Master's Degree in mathematics, statistics, biostatistics, or other equivalent job-related field is required.
3. A minimum of three (3) years of progressively responsible job-related professional-level experience in applied mathematics, statistical data management, management of strategic information, using advanced monitoring and evaluation (M&E) systems, oversight and/or implementation direct program/project/activity evaluations, developing data analysis plans.

Required knowledge, skills and abilities:

1. In-depth knowledge of mathematical and statistical techniques, data management and database development, quality assurance, and statistical analysis, in order to manage raw input-based and result-based data and to draw subtle and meaningful inferences to aid in the evaluation of HIV/AIDS/TB work
2. Advanced knowledge of data gathering systems, public health programming, and information systems.
3. Ability to present information, analyses, and recommendations in clear written and oral formats.
4. Knowledge and understanding of the organization and roles of the different levels of the GRN health sector, in order to maintain effective communication, and to develop consensus on plans for data management systems improvement.
5. Resourceful, with good judgment, and ability to work with persons from many backgrounds.
6. Developed facility with computer-based data management software and/or programs, including Microsoft database packages and statistical software packages such as Stata, SPSS and EpiInfo.
7. Ability to work effectively in team and interagency environments, and to coordinate well.

APPLICATION SUBMISSION GUIDELINES

Interested applicants must submit the following **by e-mail only** to the attention of the Regional Executive Officer, USAID/Namibia, Windhoek, Namibia: (1) a signed cover letter expressing interest in the position; (2) a completed DS-174; and (3) a current CV.

DS-174 forms are available at: <http://windhoek.usembassy.gov/about-us/job-opportunities.html>.

All application materials, including any relevant supporting documentation, should be scanned (using Adobe Acrobat PDF format) and sent to windhoekhr@usaid.gov by **17:00 p.m. (local Windhoek time), June 30, 2016**.

The Subject line of the application email **MUST** read: “PEPFAR Data Analyst”.

Please note that no applications received after the deadline will be considered and that hard copy applications will not be accepted. Only short listed candidates will be contacted.

Please note that all vacancies within the U.S. Embassy are advertised on the following website:
<http://windhoek.usembassy.gov/about-us/job-opportunities.html>

The U.S. Mission in Namibia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted/Cleared:	Tara O'Day (Health Office Director)
Cleared:	Markus Dausses (Regional Executive Officer, USAID/Namibia)